





Short-writing

The
most exact methode
By

THOMAS SHELTON

Author and Professor of the said art
The second edition enlarged.

Printed by J.D. for S.C.
at the Book-Shop
in St. Dunstons Church, over against
Bow Church.

1745
Reprinted and
corrected
1748

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O

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1



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S
see l
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T
that /
the /
then <
there ~
this ~
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these p
thou
though }
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tell /

The Lords prayer.

970 2911 5, 6 8 n x k y x' b 2 3 4 5 ~ 2 9 11
46 x 29 3. v' - 5. 6 9 4 5 6 7 1 / 4 5 6 7 - 1 6 9 11 2 6
~ 2 9 11 - 4 / 1 9 - 1 4 5 - 5 6.

The Creede.

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V 88-10/18; 26-9/1008430

VI 44-200

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TO
THE WORSHIPFUL
HIS VERY WORTHY

Friend, Mr. RICHARD
KNIGHTLY, Esquire;

*Thomas Shute witheth
increase of grace and
Happinesse.*

WORTHIE SIR;



Having now by the
blessing of God
so composed this
small TREATISE,
as I intend it shall
stand for the dayes of my pilgri-
mage, (among those many wor-

A

thy

THE EPISTLE

My Gentleman, who haue read
 of this Art,) I
 present it to your
 (and being counte-
 nanced with your name, I desire
 to communicate it to as many
 as may profit by it) partly, as a
 declaration of my thankfulness,
 for the manifold expressions of
 your loue towards me.

Partly, because your experience
 in this Art hath made you a
 competent judge, of the benefit
 tendred by it.

Lastly, that others may be in-
 couraged by your example and
 paines herein, I heartily wish it
 had beene answerable either to
 your merits, or my desires, yet
 considering, it tends to the ge-
 nerall good, and that it hath (by
 the blessing of God vpon it) al-
 readie declared it selfe vsfull in
 the service of the Church, I hope
 it

it shall finde acceptance with
your Worship as it is.

The searcher of all mens hearts
knowes, I ayme at the profit of
others, and indeavour to performe
that *Attick* oath, (as farre as in
me lyeth) to leaue my Countrey
better then I found it. If any (be-
ing over-wise) refuse the helpe
herein offered them, I cannot
helpe them; the Physitian hath
his fee though the Patient mis-
carrie: as for credit and applause,
like a coy Virgin, it is soonest ob-
tained being least looked after,
and I had rather approue my
selfe to the hearts than the hu-
mours of men; If God haue glo-
ry by it, I haue obtained my
end.

Thus humbly craving pardon
for my boldnesse, and desiring
God to multiplie on your Wor-

THE EPISTLE &c.

ship all those blessings, that he
bestoweth on all that loue the
LORD IESVS in sinceritie,
I rest

*Your worships to be commanded
in the service of Christ,*

THOMAS SHELTON.



To the Christian Reader.



Onsidering (Christian Reader) that none but the Almighty, who is independent, may make himselfe his end in what he doth, and that every Creature hath some bond of service to his fellow-Creatures: the Sunne exhaling vapours from the Sea, bestowes them in showers on the earth, the earth rendreth them backe to man in fruits, man himselfe professing a communion of Saints is bound as a Steward to be faithfull in dispēsing the good he hath received to the profit of others.

Considering againe, that what endowments God bestoweth on any man, are for the service of the Church, & that whatsoever is not imployed to that end, like milke in the brest undrawne, doth both paine and putrefie.

TO THE READER.

AA. 13. 36.

Considering further, that it should be the care of those on whom God bestowes eternall happinesse, to plot for his eternal prayse, I meane that when they haue served God in their generation, posteritie may be occasioned to tread in their steppes.

Lastly, considering what good for the time past and present, and what (by the blessing of God) for the time to come might be reached to posteritie by my paines herein; these considerations and infinite others of like nature, haue inforced me to submit this Impe of my poore labours to the censure of the world, and the rather, because it hath found a favourable aspect once already, even in its infancie when it was but little, as indeed it could not well be great, (being both conceived, and brought into the world in very few houres) but now through age and education it is better able to speake for it selfe, being somewhat better methodized, and therefore my purpose is not to say much touching the vse and benefit of this Art, I appeale to the experience of those many hundreds, who

TO THE READER.

Who with few houres paynes haue attained it.

Likewise, to the volumes of those Worthies that had now beene interred With their authors, had not the blessing of God upon this art, caused them even to out-line themselves.

As also to the great priviledge, that many Marchants and others in forraine parts inioy, having to my knowledge whole Testaments and Bibles written by this Art, Who use them without feare or danger of bloudie Inquisitors.

And when the evill that we feare shall come upon us, and divine justice shall measure to us a condition answerable to our neglect of so great salvation, Who knoweth but that the blessing of GOD, upon the perusall of comforts gathered in the harvest of our peace, may much refresh the languishing spirits of those, that are bereft of other meanes; and being in a hand unknowne to malicious tyrants, may happily escape the flames.

For the benefite that weake memories reape for the present by this Art, they are the fittest judges that haue tasted of

TO THE READER.

it, who by this meanes enjoy that which otherwise had beene irrecoverably lost.

To give offence by any difficultie in this Treatise, I feare not; if any take offence at my plainnesse, I care not, for I intend their profit.

Lastly, whereas some dare not adventure to learne, because their memories are weake let them understand, that the very end of this Art is for a helpe to such, for those that have large memories can helpe them selves other-ways; and for the easinesse in learning, and reading this Art, the swiftnesse and shortnesse in writing it, they are not few that are already acquainted with it; for others, I hope the perusal of this Treatise shall sufficiently informe them, my desire is that my paines herein may be as profitable as I wishe them, and that all that profit by them would requite my labours with their prayers; but (least I make too great a porch for so small a fabrick) I rest

Thine in any Christian office,

THOMAS SHELTON.



B

I here





SHORT-WRITING.

CHAPTER I.

Of the Alphabet of Letters.



THE first step to this Art, is to learne to make the Letters of the Alphabet, according to the forme exprest in the next lease, and to proceed to no other Rule, vntill you perfectly conceiue them in your minde, and be able to write any of them without looking on your Copie.

B

There

There are two Characters for *H*. and two for *P*. the former of each alwayes used in the beginning of a word, the latter of them in the middle, and latter end of a word; as you may see in the next Chapter, in the joyning of the Consonants.

The rest of the Alphabet haue but one Character for each Letter.

Qu. I joyne together, and make one Character serue for both; because indeede they be never disjoyned in any word that I know of, as you may see in these words, *question, qualitie, quarter, quynitie*, and the like.

Learne to make these Letters as like in their forme, to your Copie as you can, because it is the foundation of the most that followes.

C H A P.



C H A P. II.

Of the double Consonants.

He Letters of the Alphabet being perfectly learned (as they are severally exprest formerly.) The next rule is, how to joyne those Letters, as they are to be vied in the writing of words, and these are called Consonants, all the Letters, vnlesse it be *f*, which are vowels, (of which vowels wee shall speake in the next Chapter.) And double Consonants they be called, because *two* of them at the least are joyned together.

Now the Characters of these double Consonants, being the very Letters of the Alphabet, I shall not neede to giue other direction then this. The second Letter is alwayes to be placed, where you take off the Pen from the former. As for example ; to write the

first of your double Consonants,
which is *br*, your *b* alone is thus
your *r* alone thus ∪ When you would
joynethem together, draw / from the
foote of *b* thus ∪

To write the second, which is *br*,
write your *b* as before, and then joyn
at the foote of *b* thus ∪

The third double Consonant is *cl*,
your *c* alone is thus ∪ your *l* thus ∪
when you joynethem together, draw
z out of the foote of *c* thus ∪ and so
of the rest.

There is no necessitie to learne these
Characters without booke, as you did
the former; onely learne to make
each of them in the right forme, that
you may so expresse them when you
haue occasion.

C H A P.



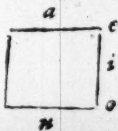
CHAP. III.

Of Vowels and Ediphthongs.

THe vowels are (you know) five in number, namely, *a, e, i, o, u*; note that these vowels are never expressed by their proper Characters, (vnlesse it be cyther when a vowell be- ginneth a word, or when two vowels come together in a word, of which, *a- non,*) but are vnderstood by certaine places assigned them about the other Letters.

The places of the vowels are to be conceived, iust as they are placed a- bout this Character following.

The places of the Vowels.



S H O R T W R I T I N G.

The place of *a*, which is the first vowel, is just over the head of your Letter.

The place of *e* at the vpper corner toward the right hand.

The place of *i* just in the middest of your Letter on the right hand.

The place of *o* at the lower corner of your Letter on the right hand.

The place of *u* just vnderneath your Letter.

Now least any should be troubled in placing the Vowels about some of the Letters, that are shorter then the rest, I haue set downe that which I conceiue will seeme the hardest, namely *N*, which lyeth flat with the lyne, the places of the vowels about it are thus

<i>a</i>	<i>e</i>	
<hr style="width: 100%; border: 0; border-top: 1px solid black;"/>		
<i>u</i>	<i>o</i>	

Your place of *a* and *u*, about all such flat Characters, must be just against the middle of your Letter, as
you

you see them here expressed; for the other three, the places are easily observed.

Concerning the use of these vowels thus placed, observe these things.

First, if any of the vowels begins a word, the very character of that vowel must alwayes be expressed, as in these words;

are.

on.

aid.

oile.

eat.

us.

enter.

in.

Secondly, when a vowel commeth in the middle of a word, that is to say, when there is some other Letter both before and after the vowel, then the place of the vowel must be observed, and in that place where the vowel should stand, the next Letter or Letters following must be written: as for example; to write *bind*, write your character for *b* thus the next Letter after *b* is your vowel, which is *i*, now you must marke where the place

of *i* is, namely just in the middle of your *i*, and in that place you must write the Letters following, which are thus *u* to write *fit*, write your *f* thus *u* and then your vowell being *i*, write *t* in the place of it thus *u* to write *Sun*, write *f* thus *u* your vowell being *u*, write *n* in the roome of it thus *u* *blame* thus *u* *name* thus *u* to this end obserue these examples;

<i>Whom.</i>	<i>none.</i>
<i>frame.</i>	<i>match.</i>
<i>build.</i>	<i>came.</i>
<i>can.</i>	<i>done.</i>

and the like.

Thirdly, if a vowell end a word, marke what vowell it is, and make a pricke in the place of that vowell; as in these

<i>me.</i>	<i>so.</i>
<i>no.</i>	<i>die.</i>
<i>cry.</i>	<i>goe.</i>

and the like.

If a word end with *y*, we doe not expresse the character of *y*, but make a title in the place of *i*.

If *e* come in the end of a word, and doe not make a syllable, but onely serveth to draw the word long, it may wholly be left out, as in these,

<i>there.</i>	<i>ther.</i>
<i>beleene.</i>	<i>beleen.</i>
<i>die.</i>	<i>di.</i>
<i>come.</i>	<i>com.</i>

and the like.

As for Ædiphthongs, I obserue no places for them, although some appoynt more places for them, then for the single vowels; some slope on the sides, some before, and some behinde, which is neither necessary, nor possible to be exactly observed, about a small Character, and I am sure it is one principall cause, that they are so confused, in the reading of what they haue written, as experience in many hath prooved.

Now

Now if any demand, how then a
word shall be expressed, that hath
more vowels then one joynd toge-
ther in it?

I answer; first, though two vow-
els come together, yet many times
one of them doth principally sound
the word, and the other may be spa-
red, as in these words.

faire.

deare.

slay.

mayle.

people.

build.

neither.

fear.

death.

swear.

and such like,

Secondly, if there be a necessitie of
expressing both the vowels that come
together, as when the one vowell be-
longs to the former syllable, and the
next to that which followes, then ey-
ther expresse the latter vowell in the
place of the former, as in these
words;

Lion.

quier.

rior.

diall.

and the like.

Or

Or else by making a stroke with
your Pen in the place of the former
vowell, and then write the Letters
following in the place of the latter, as
in these;

Joell. *Client.*

Poet. *Sion.*



CHAP. IIII.

Of I, and V, Consonants.



These two Letters are vsed
sometimes as vowells,
sometimes as consonants,
for the knowledge where-
of in a word take this direction.

I is a consonant, when it soundeth
like vnto *G*, as in these;

James.

Jordan.

Iehu.

Iericho, &c.

V is a consonant, when it is sounded
like

like f. with the joyning of the vpper
teeth with the lower lip, as in these
and the like.

verie. v

vocation. v

vice. v

vebement. v

vertue. v

deliver. v

When they be thus sounded, they
must be exprest by their proper
Characters, as the rest of the conso-
nants are, whether it be in the begin-
ning, in the middle, or ending of a
word.



CHAP. V.

*Of abbreviating words by leaving
out superfluous Letters.*



He principall end of this
Art being to write swift
and short, it is not need-
full to obserue Orthogra-
phie or true spelling in every word,
but

but to write onely according to found,
and therefore all such Letters as are
not founded, we leaue out as super-
fluous, as in these.

for	blacke,	write	blak,
	lambe,		lam.
	rough,		ruff.
	ghost,		gost.
	thongh,		sho.
	science,		sience.
	laugh,		lass.
	canaan,		canan.
	common,		comon.
	physicke,		fisik.
	condemne,		condem.
	humble,		vmble.
	emprie,		mtie.
	enough,		enuf.

CHAP. VI.

*Of Prepositions and terminations
for long words.*

THese markes for beginning and ending of long words (having no dependance on the Characters of the Alphabet) are to be perfectly learned, being of much vse in the writing of most ordinary long words, each of them standing for a syllable, and some for more.

In the vsing of them, obserue the same rules as before in the words of one syllable.

When a word beginneth with any of your prepositions, write downe your Character for that preposition, and if a consonant come next, it must be joyned to the preposition where you last tooke off the Pen, and then

if a vowell follow that, the
or Letters after the vowell, must
be placed in the roome of the vowel
ell.

As for example, to write *contemne*
write first your marke for *con* which
is thus α now the next Letter fol-
lowing, which is *d*, being a consonant,
it must be joyned at the end of *con*
thus αd and then observe where the
place of your vowell is, which is *e*,
and there set *m* disjoyned thus $\alpha d m$

To write *remit*, make your marke
for *re* thus \angle the next Letter being *m*
must be joyned at the end of *re* thus
 $\angle m$ and then write *t* in the place of *i*
disjoyned thus $\angle m t$

To write *submit*, set downe your
Character for *sub* which is thus δ
joyne *m* to it (being a consonant)
thus δm then write *t* in the place of *i*
thus $\delta m t$ to this purpose observe these
examples ;

define. γ

affright. γ

rebell. γ

answere. γ

contemne.

suppresse. γ

Likewi

likewiſe, if a marke for the ending of a word, come immediately after your prepoſition, and no other Letter betweene, they muſt be joyned together. As for example ; to write *preſent*, your marke for *pre* is thus *ſ* joyne your marke for *ſent* thus *ſ*. To write *inference*, the marke for *in* is thus *ſ* joyne *ference* at the foote thus *ſ* *Receiue* thus *ſ* as in theſe following ;

<i>conſerue.</i> <i>ſ</i>	<i>abſent.</i> <i>ſ</i>
<i>promiſe.</i> <i>ſ</i>	<i>obſerue.</i> <i>ſ</i>
<i>indure.</i> <i>ſ</i>	<i>nation.</i> <i>ſ</i>

If a vowell follow next after your prepoſition, the next Letter, or the termination that comes after the vowell, muſt be written in the place of the vowell, (as before in the words of one ſyllable,) to which purpoſe, take notice of theſe words following.

<i>commiſſion.</i> <i>ſ</i>	<i>abuse.</i> <i>ſ</i>
<i>suffer.</i> <i>ſ</i>	<i>liberall.</i> <i>ſ</i>
<i>meſſage.</i> <i>ſ</i>	<i>difference.</i> <i>ſ</i>
and the like. <i>ſ</i>	

of wisdom better is a good man
than a hundred of riches. Proverbs
to the Lord of the Lord

Commande you to make your
passion known to the
Lord and have a good man
to be in the Lord
of the Lord. 1661



Markes for the beginning of long words.

ab	⋈
ob	⋈
ac	⋈
ad	⋈
af	⋈
all	⋈
an	⋈
ap	⋈
as	⋈
at	⋈
circum	⋈
com	⋈
con	⋈
coll	⋈
cor	⋈
de	⋈
dis	⋈
fall	⋈
for	⋈
full	⋈
im	⋈
in	⋈

liber	⋈
mess	⋈
miss	⋈
per	⋈
par	⋈
pre	⋈
pro	⋈
re	⋈
sub.	⋈
sup	⋈
suff	⋈
trans	⋈
temp	⋈
vy	⋈
vn	⋈
th	⋈
ch	⋈
wn	⋈
sur	⋈

Markes for the ending
of long words.

Able —
ation 6
cittie ..
ceve 8
dure 9
fect 5
ference 0
fication ~
fullness s
iect 9
ing 3
utic ~
mer e
lent. +

ment ~
ness 3
ous 6
serve 8
sent 0
soever /
ternall 0
tent Δ
sion } 4
tion }
ther ~
ture +
ver ~



100-100



CHAP. VII.

Directions for the making and ioyning the foresaid Characters.



IN the making of any Character, begin it so that you take not off the Pen, as indeed you need not in the most of them.

Againe, begin your Character so as you may end towards your right hand, that you may be readie to joyne another Character, if you haue occasion, without removing the Pen. Againe, remember alwayes, if the next Letter after your marke be to be joyned, that you joyne it where you tooke off the Pen last from the former marke.

Likewise, the vowels in a long word are to be placed about the last Letter

still, and not goe backe to the first, as in *consume*, write *con* thus *—* joyned thus *—* and then place your *u* vnder *s* thus *—* not vnder *con* thus *—* &c.

Againe, note that all those terminations, that begin with vowels, as *able*, *action*, *ing*, &c. are alwayes to be joyned to the former marke, or Letter, vnlesse two vowels come together in the middle of a word, and then they are to be set in the place of the former vowell : as for example ; to write *plyable*, write *pl* thus *—* your marke for *able* in the place of *i* thus *—* doing thus *—* &c.

Furthermore, obserue, that when two Letters of the same kinde, as double *m*, or double *l*, &c. come together, you shall need to vse but one of them, and leaue out the other, as in these.

commend. *—*

potter. *—*

collect. *—*

message. *—*

rebell. *—*

punish. *—*

Lastly, because the Character for *s* the end of a word, is sometimes (though

(though not oft) somewhat inconvenient, (although to those that can write perfectly it is no matter whether it be exprest or no,) yet least any should be troubled how to doe it, observe this, you may make a pricke behind your word, to expresse the plural number, as in these.

spirits. *z* doings. *z*
numbers. *z* doctrines, &c.

z
z
z
z



CHAP. VIII.

How to distinguish Characters, that have some resemblance with others.



You shall finde sometimes, that one and the same Character standeth for two things: As for example, the same Character standeth for *ture* and for *Christ*,

the same Character for *ternall* and for
which the same Character standeth for
ſue and *call*, which will easily be differ-
 enced thus, you shall obſerue vni-
 verſally that one of them is a whole
 word, the other but a part: as for ex-
 ample, this marke *3* when it is a-
 boue, it ſtandeth for *Chriſt*, when it is
 joyned with any thing elſe, it ſtandeth
 for *ture*, and ſo the reſt; and this doth
 not breed any conuſion, as ſome may
 ſuppoſe, but is a helpe to memorie,
 for by remembering the one, the other
 is eaſily called to minde.



C H A P. I X.

*Whether markes for the beginning
 of words, may be uſed for end-
 ings, and endings for begin-
 nings?*



Ometimes you ſhall find,
 that ſome of thoſe marks,
 which are made for ter-
 minations, may come to
 begin

begin a word, and those which are made for prepositions, may come to end a word, and there is no inconvenience so to vse them, as you shall see in these and the like.

Tempest.

contempt.

fulnesse.

faithfull.

assume.

messias.

sentence.

consent.

mercic.

former.

durable.

indure.

Where you shall finde, that that which is the beginning in the former word, is the ending in the latter, I say, when it so falleth out, you may vse them in cyther place, as you see in the former examples.

C H A P.



C H A P. X.

Of the Table.

Lthoug any word in any language whatsoever, may be expressed by the former rules, yet as a help to further speed in Writing, I haue collected a short Table of the most viuall, vlesful words, many of which you shall haue occasion to vse in every ordinarie sentence, each of them being expressed without taking the Pen from the paper for the most part; and therefore the benefit of some few of these will counter-vayle the paines of learning all.

If any complaine of the charging of memorie, they haue their choyce whether they will write with them or without them, for (as I sayd) any of these words, or any other may be

written

written by the former rules, without these marks, but somewhat shorter by them.

Besides the paines, which is not much, is but for the present time of learning them: for being once gotten, they are never at the least, not easily forgotten.

And if any thinke strange, that I haue so few long and hard words abbreviated in my Table, I allure them I judge it altogether needlesse, for

First, there is no long word whatsoever, but it may easily be expressed by the former rules.

Secondly, I judge it altogether vn-necessarie to make marks for long words, vnlesse they be such as are often vsed: for

First, as such words are longer in writing, so they are longer in speaking.

Secondly, they be not so frequent as these which are of vse in every sentence almost.

Thirdly, many long words may be read perfectly in a sentence, though some part of the word be not expressed.

The Table.